WebLink User Guide

http://agendaweb.augustaga.gov/weblink7/

Version 1.0
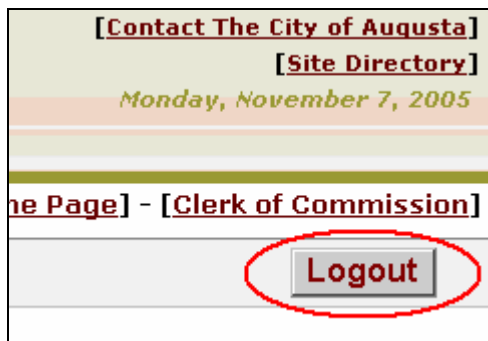**11/9/05**

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Introduction

WebLink offers the ability to view documents submitted and approved by the Augusta-Richmond County Commission. WebLink is accessible through an internet connection using Internet Explorer version 6.0 or greater. The web site address is http://agendaweb.augustaga.gov/weblink7/. By going to this web site anyone can search, browse, print, and save documents approved at past commission meetings. This WebLink user guide provides assistance in navigating and using the WebLink tool. An electronic copy of the WebLink guide is also available on the WebLink web site. Clicking on the link [WebLink Guide] will open a new window containing the guide. The guide is in PDF format and will require Adobe Acrobat reader. For a free version of Adobe Acrobat please visit http://www.adobe.com/.

Important Notice to Users

When exiting from WebLink, please use the Logout button on the right. Using the Logout button allows your current session to end completely. In addition, your session will end automatically if you are inactive in WebLink for more than 15 minutes. If your session ends then you may receive a error indicating "document image not found", "invalid service request", or have a page load improperly. If any of these things occur, simply exit WebLink and reenter.

[Contact The City of Augusta]
[Site Directory]
Monday, November 7, 2005

ne Page] - [Clerk of Commission]

Logout

Browsing

The first screen in WebLink is the Browse tab. The browse screen allows a user to navigate through folders and directories for documents. Using the browse screen is very similar to navigating through Windows Explorer.
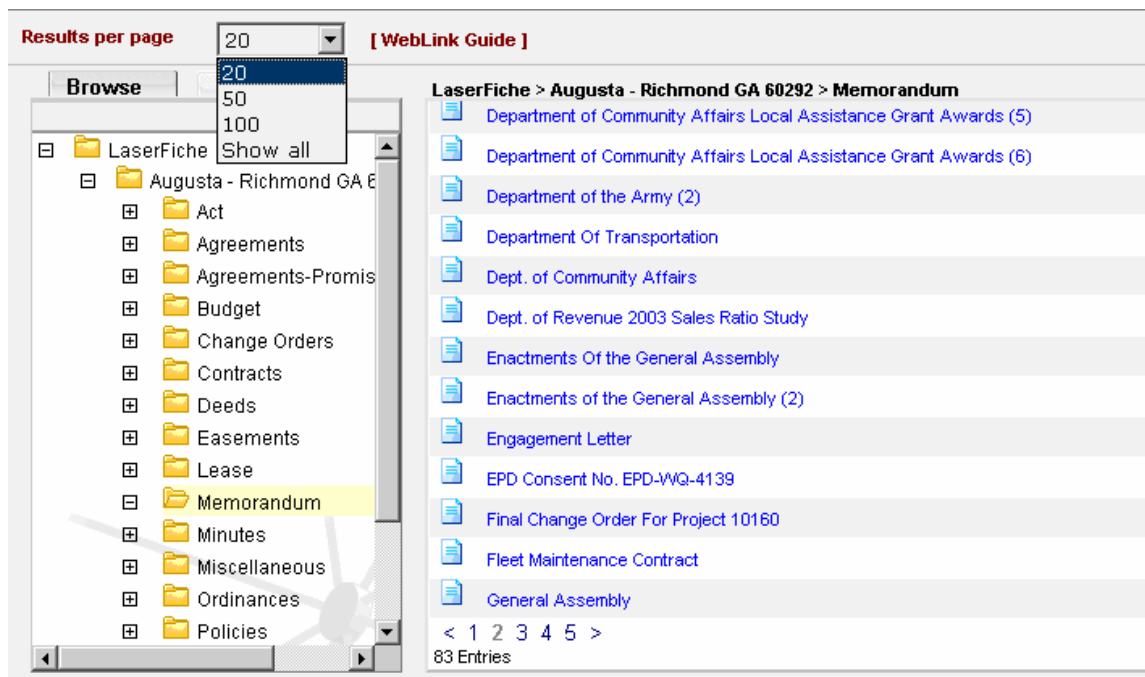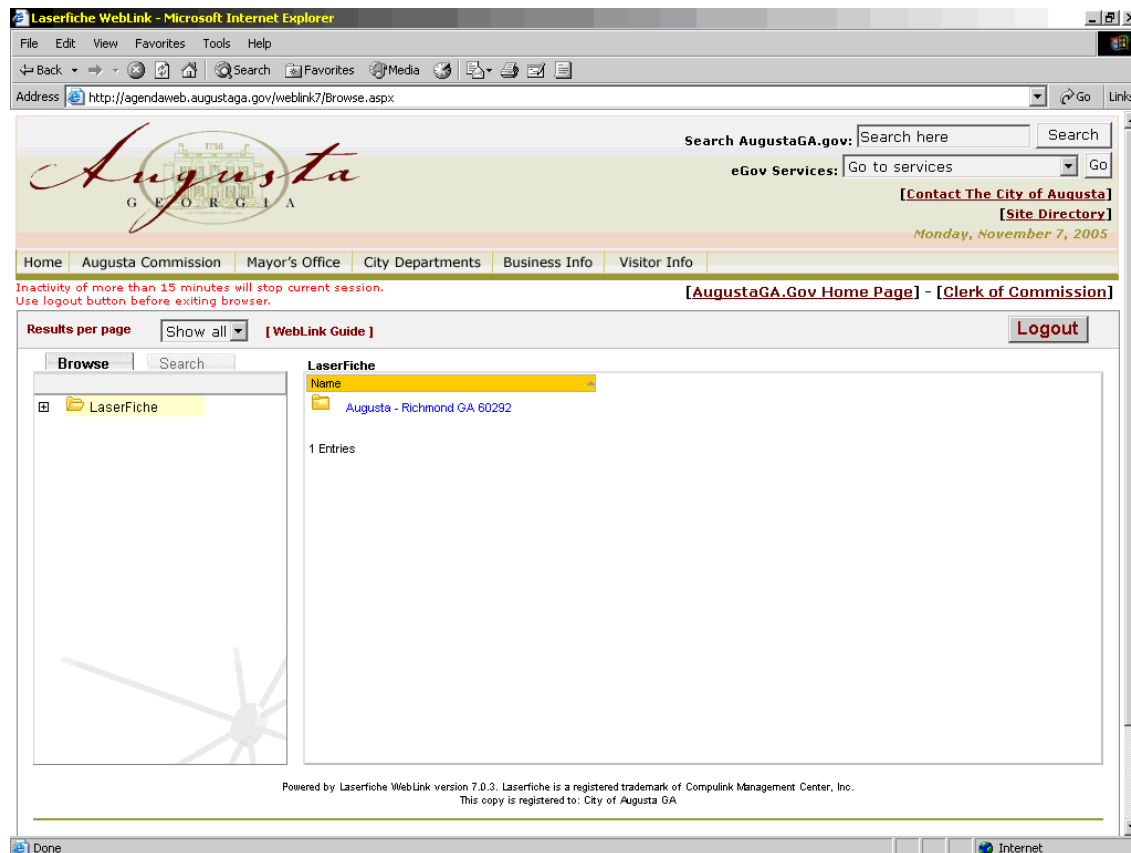

The far left window pane displays all folders and indicates the active directory with an open folder icon 📂. A folder can be opened by clicking once on the folder name. When the folder is opened, all sub directories and documents within the folder are displayed in

the center window. You will also notice plus ⊞ and minus ⊟ symbols next to folders. When the plus sign is clicked, the corresponding folder is expanded, and all sub directories are shown. By clicking the minus sign, the folder is collasped and all sub directories are hidden.
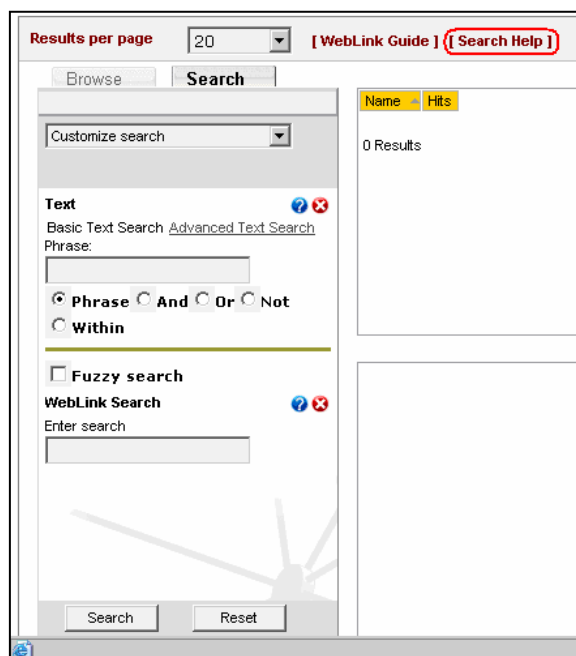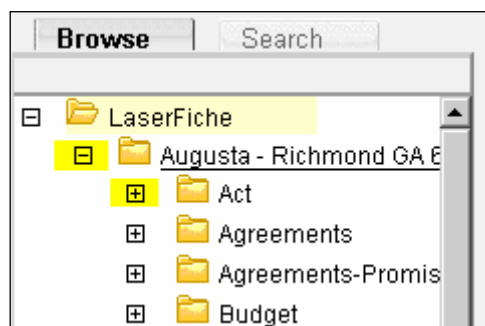
Once a folder is found, the documents are displayed using a document icon 📄. In the example below, there are 83 documents within the Memorandum folder, as noted at the bottom of the document listings. There are also numbers 1,2,3,4,5 and navigation symbols < > . These numbers represent pages with entries. The results per page is currently set to 20 as indicated by the drop down box below. Each page will contain 20 entries. To see results on these pages, click the page number. You can also click on the arrow symbols to go to the next and previous pages.

Once you find the document you are looking for, click on the document name, and it will open in the document viewing screen. For more details on viewing documents please see the Document Viewing Screen section.

Searching

You can also look for documents using the search feature. To search for documents, click on the tab labeled "search" circled in the screen shot. A help file has been created to assist you in using this page. To access the help file click on the link **[Search Help]** and a separate window will appear.

Tip:

When typing in basic text search, keep in mind that phrase must be in the document exactly as typed. For example, the following phrases will each retrieve different results. WebLink will also highlight in blue the matching phrase as shown below.

Search Phrase	**Matching Phrase**
Riverwalk event	1. Consider request from the Greater Augusta Arts Council to waive the Riverwalk event fees for Arts in the Heart and the Garden City Music Festival.
Riverwalk events	relating to coordination of events. The 434th Army Band is proud to be a regular performer on the Riverwalk, and look forward to continued participation in Riverwalk events. Michael F. Ritter, CW2, USA, Commanding.
River walk	serving as a maintenance equipment storage and maintenance employee gathering spot for Augusta Common and Augusta River Walk; and serving as an office facility for the Augusta River Walk Special Events office. The site concept is depicted on the enclosed general plan of Augusta

After you have performed a search, the results will be shown in the center window. The results will include the file name and how many hits it received. Hits are how many times your search criteria was found within the corresponding document. Clicking on the document name will display the document in the document viewing screen. For more details on viewing documents please see the Document Viewing Screen section.

Search Help File

Laserfiche WebLink - Microsoft Internet Explorer

Address: http://agendaweb.augustaga.gov/weblink7/help/WebLink.htm

Laserfiche WebLink

? Searching for Information
Types of Searches
Types of Records Management Searc
? Wildcards
Advanced Searches

Searching for Information

Laserfiche WebLink contains multiple methods of searching for information in a Laserfiche repository. Performing a search will retrieve all documents and folders that match your specified search criteria.

Identify what you are looking for

Before you can search for information, you must decide what type of information you are looking for. You might want to consider making a mental list of the different information or properties that apply to the document or folder that you would like to find. This list will allow you to quickly assess how the desired document or folder can be found.

Select the appropriate search categories

Determine how you will find the information that you are looking for. This can be performed by selecting the types of searches that are best suited for finding the desired information. Different types of searches can be combined to produce the desired results. When combining multiple types of searches, keep in mind that only search results that satisfy all of the different types of searches will be returned. Laserfiche Records Management Edition contains several records management specific types of searches.

The following scenario is an example of when you would combine multiple types of searches. If you are looking for all documents that deal with a particular person that have been updated since 2003, then you immediately know that you will want to perform a search by modification date. Additionally, you want to narrow your search results to only include documents that deal with that particular person. You know that this information may be found in the text associated with the desired documents. This may cause you to combine a modification date search with a full-text search. However, if you know for a fact that all desired documents have a field that stores this information, then you will want to combine the modification date search with a field search instead.

It is preferable to use a field search instead of a full-text search when a field specifically deals with the information that you are looking for. If the field search does not return the desired results, a full-text search can always be performed.

Specify search criteria

For each type of search that will be performed, specify the information that will be used to search. When specifying the criteria for a full-text search, try to match the language used by the type of document that you are looking for. If you are unsure of your word choice, try to be as clear, concise, and specific as possible. Keep in mind, that full-text searches will only find documents that contain the exact phrase as it was specified. Using advanced search syntax can provide you with more flexibility. To learn more about advanced searching, please refer to the Advanced Search Syntax topic.
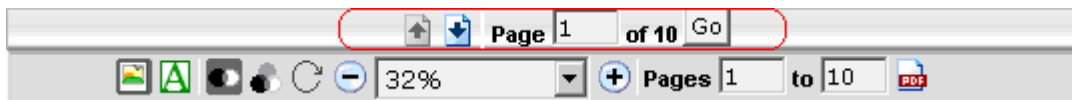
Document Viewing Screen

When a document is opened, it is displayed in the document viewing screen.

Page Navigation

When the document viewing screen appears, the first page of the document is displayed. The current and total pages of the document are displayed in the top toolbar.

This toolbar allows you to move to other pages of the document. The down arrow ⬇ displays the next page. The up arrow ⬆ displays the previous page. You can also type a page number and display it by clicking the "Go" button Go.

Zooming

In most cases, the documents are greater in size than what the screen can display. When the document extends off the screen, scroll bars appear for horizontal and vertical scrolling. In addition to scrolling, you can also zoom in and out of the document.
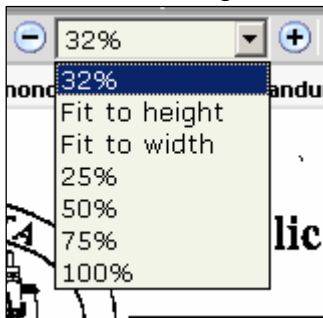
The top toolbar has a drop down box with built-in zoom functions. There are percent values that will adjust the document size to the selected percentage, and there are also functions for sizing the document to fit your screen size. "Fit to height" will adjust the document height to fit within the screen. Likewise "Fit to width" will adjust the document width to fit within the screen. Note that due to individual screen settings, these zoom fit functions may still require some scrolling. You can use the plus ⊕ and minus ⊖ symbols for zooming even further. Clicking the plus symbol will zoom in and the negative symbol will zoom out. Each zoom will affect the document size by ± 5%.

Document Saving and Printing

WebLink converts documents to PDF format, so in order to save or print, you will need to have Adobe Acrobat Reader installed on your PC. A free version of Adobe Acrobat Reader is available for download at http://www.adobe.com/.

Converting your desired document to PDF format is easy. Once you have the document in the Document Viewing Screen, the top toolbar will have a PDF export symbol and two edit boxes with page numbers.
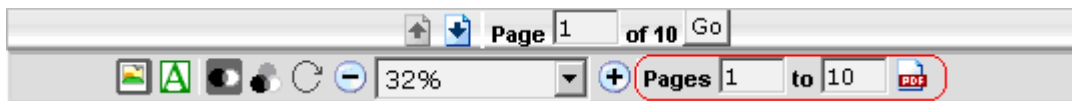

The first box indicates where to start exporting pages from and the second box tells when to stop. By default, these boxes contain the first and last pages. However, in a hundred page document you may only need a few pages. After you have determined your page range, just click the PDF export icon. A page will appear indicating that WebLink is generating PDF. Documents with many pages may take longer to convert. Just be patient, and let it finish. Once the PDF is created, it will be displayed in a new window. The new window is the Adobe Acrobat Reader for your internet browser. Now you have the ability to use the Adobe Acrobat features which include saving electronically and printing to your printer.

Fields Properties

In the document viewing screen, there is a toolbar located on the far left. This toolbar has options for viewing various properties associated with a document. The first icon is the field's properties. By clicking the field icon you can view properties that identify a document. The next four icons display properties that are not used. Clicking these icons will not display any information.

Thumbnails

By clicking the thumbnail icon on the far left toolbar, each page of the document is displayed in the properties box using a thumbnail view. Thumbnail view allows you to see multiple pages simultaneously. Thumbnails are grouped in sets of four. In documents with more than four pages, you will have multiple sets. To navigate through these sets, you can click the next set > and < previous set links. You can also type in the thumbnail/page number and click the "Go" button. To view each thumbnail, click it once and the page will be displayed in the document viewing screen.